STATE OF CALIFORNIA CALIFORNIA INTEGRATED WASTE MANAGEMENT BOARD

Base Year Modification Request Certification

Part 1: Generation Study - No Extrapolation Diversion Data

To request a substitution for a previously approved base-year used in calculating the diversion rate for your jurisdiction, please complete and sign this form and return it to your Office of Local Assistance (OLA) representative at the address below, along with any additional information requested by OLA staff. When all documentation has been received, your OLA representative will work with you to prepare for your appearance before the Board. If you have any questions about this process, please call (916) 341-6199 to be connected to your OLA representative.

Mail completed documents to:

California Integrated Waste Management Board
Office of Local Assistance
1001 I Street, 9th Floor
PO Box 4025
Sacramento, CA 95812-4025

General Instructions:

Please select the **ONE** choice below that best explains your request to the Board.

☑ 1. Use a recent generation-based study to calculate our current reporting-year generation amount, but not officially change our existing Board-approved base year.

☐ 2. Use a recent generation-based study to officially change our existing Board-approved base year to a new base year.

The cells on these sheets are protected except for the ones that need information. If you have problems using these sheets, please contact your Office of Local Assistance representative.

Section I: Jurisdiction Information and Certification

All respondents must complete this section.

I certify under penalty of perjury that the information in this document is true and correct to the best of my knowledge, and that I am authorized to make this certification on behalf of:

Jurisdiction Name	County	
Half Moon Bay	San Mateo	
Authorized Signature: FOR BONNIE FARRELL	Title: Public Works Director	
Type/Print Name of Person Signing	Date	Phone ( )
Bonnie Farrell	12/16/04	650-726-8270
Person Completing This Form (please print or type)	Title: Project Manager	
Mark White		
Affiliation: Pacific Waste Consulting Group		
Mailing Address	City	State / ZIP Code
5714 Folsom Blvd. #240	Sacramento	CA 95819
E-mail address: mark@pwcg.net		

Section II: Information for New Generation-Based Study for Existing or New Base Year

Attach additional sheets if necessary— reference each response to the appropriate cell number (e.g., 4).

Note: New base years must be representative of a jurisdiction's disposal and diversion.

1. Current Board-approved base-year:	**2.** Proposed new generation-based study year:
1991	**2000**

3. Explain how the proposed generation study year is representative of average annual jurisdiction disposal and diversion:

The diversion in the City is not accurately calculated by the Adjustment Method. Because of this problem, the diversion is measured each year. The diversion reflected in this Certification form is for the year 2000. And may not reflect other years. A new diversion survey is planned for 2001.

4. Enter your diversion rates below.

Diversion rate calculated using existing base year	**a. 25 %**	**Diversion rate calculated using new generation-based study**	**b. 45 %**
For existing base year pounds/person/day based on generation	**11.5**	**For new generation based study pounds/person/day based on generation**	**11.6**
Residential generation 29 %	**Non-Residential Generation 71 %**	**Residential generation 15% %**	**Non-Residential generation 85% %**
Population existing generation-based study	11300	**Population new generation-based study**	11300

5. If there is an increase between 4a and 4b, please explain how the new diversion rate is consistent with your current diversion implementation efforts. If the proposed new generation tonnage results in an increase in your pounds/person/day, please explain how this is consistent with your current diversion implementation efforts and provide any examples, e.g. change in jurisdiction's demographics.

The new diversion rate is consistent with current diversion efforts in the City. The diversion rate study includes diversion from City and hauler programs as well as that from an extensive business survey that included on-site waste audits of the larger generators in the City. The study includes diversion from programs that are NOT reflected in the original base year.

6. If the difference between the proposed diversion rates in 4a and 4b is greater than 5 percentage points, please explain the specific reasons for the difference. (For example: new/improved curbside diversion programs.)

There is a significant increase between the existing and the proposed diversion rates. The increased diversion rate is attributed to newly implemented or expanded diversion programs as well as the identification of diversion that was missed in the original base year. The new or expanded programs include City asphalt recycling and grasscycling at the City maintained schools. The diversion missed in the base year include internal diversion and source reduction methods among the larger generators in the City. This diversion accounts for the majority of the City's diversion efforts.

7. Disposal Tonnage: (enter values)	4417	19470	23887
	Residential	Non-Residential	Total

Please select the **ONE** choice below that best explains your **disposal** data and complete the required tables.

☑ a. All tons claimed are from the Board's Disposal Reporting System (No explanation required. Go to Section 8.)

☐ b. All tons claimed are from a 100 percent audit of hauler and self-haul tonnage. (Please complete Reporting Year Tonnage Request and Modification Certification sheet found at http://www.ciwmb.ca.gov/lgcentral/forms/rytnmdrq.doc)

☐ c. Some Disposal Reporting System data were corrected. (Please complete Reporting Year Tonnage Modification Request and Certification sheet found at http://www.ciwmb.ca.gov/lgcentral/forms/rytnmdrq.doc)

8. In the table below, list the summarized diversion activities, and diversion data records that support your claim and are available for Board audit. (Note: The Board expects the jurisdictions to be able to provide all back-up documentation, if requested) Include type of record and location—for example, weight tickets from transfer stations. This section should capture all diversion tonnage (form will perform all addition calculations). If any diversion is from restricted wastes, [agricultural wastes,inert solids (e.g., concrete, asphalt, dirt, etc.), white goods, and scrap metal] please identify those programs/waste types and fill out section 10. Please mark as Attachment 8 all copies of survey forms.

*Please provide detailed non-Residential waste audit information in Section 9.

Diversion Activity Please use the Board's program types. The program type glossary is online at: http://www.ciwmb.ca.gov/lgcentral/pans/codes/reduce.htm	Actual tons (A)	Relative Percent to Total Generation (A/Total Generation)	Specific material type(s) (List operation w/multiple materials in one box)	Specific conversion factor used (if any) and Source	Type of record and location of record
Residential Activities:					
Source Reduction					
Backyard composting					
Grasscycling		0.0%			
Other Residential source reduction (list each program separately)					
Yard Sales	97	0.2%	Household items	35 tons/yard sale (CIWMB)	City records and survey
Enter program name		0.0%			
Enter program name		0.0%			
Enter program name		0.0%			
Enter program name		0.0%			
Subtotal Residential Source Reduction	**97**	**0.2%**			
Recycling					
Curbside Recycling	1042	2.4%	Paper, glass, plastics, metals	Actual tonnage	Hauler Records
Buyback centers					
Drop-off centers	99	0.2%	Glass, plastics, metals, paper	Actual tonnage	DOR
Other Residential recycling (list each program separately)					
Transfer Station Diversion	13	0.0%	OCC, paper, plastics, metals, glass, C&D, and greenwaste	Actual tonnage	Hauler Records
Enter program name					
Enter program name					
Enter program name					
Enter program name					

Diversion Activity Please use the Board's program types. The program type glossary is online at: http://www.ciwmb.ca.gov/lgcentral/pans/codes/reduce.htm	Actual tons (A)	Relative Percent to Total Generation (A/Total Generation)	Specific material type(s) (List operation w/multiple materials in one box)	Specific conversion factor used (if any) and Source	Type of record and location of record
Subtotal Non-Residential Recycling	**9736**	**22.3%**			
Composting					
Non-Residential Waste Audits1				See Section 9	
Other non-Residential composting (list each program separately)					
Transfer Station Self Haul Greenwaste	8	0.0%	Greenwaste	Actual tonnage	Hauler Records
Landfill Self Haul Greenwaste	1705	3.9%	Greenwaste	Actual tonnage	Hauler Records
Enter program name					
Enter program name					
Enter program name					
Subtotal Non-Residential Composting	**1713**	**3.9%**			
Subtotal Non-Residential Diversion	**16518**	**37.8%**			
Residential/Non- Residential Diversion Activities					
ADC	719	1.6%	Greenwaste and C&D	Actual tonnage	DRS
Sludge					
Scrap metal					
Construction and demolition	350	0.8%	C&D	Actual tonnage	Hauler Records
Landfill salvage					
Subtotal Residential/Non-Residential diversion	**1069**	**2.4%**			
Total Diversion Tons	**19797**	**45.3%**			
Total Disposal Tons from Sec.7	**23887**	**54.7%**			
Total Generation Tons (Div+Dis)	**43684**				

Diversion Activity Please use the Board's program types. The program type glossary is online at: http://www.ciwmb.ca.gov/lgcentral/pans/codes/reduce.htm	Actual tons (A)	Relative Percent to Total Generation (A/Total Generation)	Specific material type(s) (List operation w/multiple materials in one box)	Specific conversion factor used (if any) and Source	Type of record and location of record
Subtotal Residential Recycling	**1154**	**2.6%**			
Composting					
Green waste drop-off	571	1.6%	Greenwaste	Actual tonnage	Hauler Records
Curbside green waste	388	0.9%	Greenwaste	Actual tonnage	Hauler Records
Christmas Tree program					
Other Residential composting (list each program separately)					
Enter program name					
Enter program name					
Enter program name					
Enter program name					
Enter program name					
Subtotal Residential Composting	**959**	**2.2%**			
Subtotal Residential Diversion	**2210**	**5.1%**			
Non-Residential Activities:					
Source Reduction					
Non-Residential Waste Audits[1]	3850	8.8%		See Section 9	
Other non-Residential source reduction (list each program separately)					
Schools	32	0.1%	Greenwaste	.35 lbs/square foot (CIWMB)	City records
Business Source Reduction - Obtained from phone surveys	1156	2.6%	See Section 9	See List of Conversion Factors Attachment #8	Phone surveys
Restriced Waste - Obtained from phone surveys	31	0.1%	See Section 10	See List of Conversion Factors Attachment #8	Phone surveys
Enter program name					
Enter program name					
Subtotal Non-Residential Source Reduction	**5069**	**11.6%**			
Recycling					
Non-Residential Waste Audits[1]	114	0.3%		See Section 9	
Other non-Residential recycling (list each program separately)					
Government Source Reduction	38	0.1%	Building Relocation	See Attachement #10	City records
Commercial from Hauler	1397	3.2%	Paper, glass, plastics, metals	Actual tonnage	Hauler Records
Business Recycling - Obtained from phone surveys	842	1.9%	See Section 9	See List of Conversion Factors Attachment #8	Phone surveys
Restriced Waste - Obtained from phone surveys	7333	16.8%	See Section 10	See List of Conversion Factors Attachment #8	Phone surveys
Transfer Station Diversion	12	0.0%	OCC, paper, plastics, metals, glass, C&D, and greenwaste	Actual tonnage	Hauler Records

9. Specific Non-Residential Sector Waste Audits-Top 10 Non-Residential Generators

Please complete this table for the top 10 non-residential generators that were surveyed. List each non-residential generator separately from largest to smallest, based on total diversion tons. Audit reference number ties to your audit sheets.
(Form will perform all addition calculations).
Please provide an attachment 9 which includes all of the generators surveyed. Include for each generator (use type of generator in lieu of specific business name) diversion activity and material type and associated tonnage for each diversion activity/material type. Include copies of survey form(s) used.

Type of Non-residential Generator	Audit Reference Number	Specific/Major Diversion Activities Include material type (e.g. paper recycling, grasscycling) (List activities on one line)	Source Reduction Tons	Recycling Tons	Composting Tons	Total Diversion Tons	Percent of Total Generation (Total Diversion Tons/Total Generation in [1] Section 8)	Survey Method Phone (P) Mail (M) On-site (O) Other ___
Quarry	S-00-07	Recycling of asphalt and concrete		6534		6534	15.0%	P
Plant Nursery	A-00-03	Recycling of plastics; Reuse of planting mix	3450	12		3462	7.9%	O
Golfcourse	S-00-04	Grasscycling	1143			1143	2.6%	P
Road Construction	S-00-06	Recycling of asphalt		780		780	1.8%	P
Food Store	S-00-19	Recycling of OCC, plastic, aluminum, food waste		562		562	1.3%	P
Thrift Store	A-00-01	Reuse of used clothing and household items	340			340	0.8%	O
Plant Nursery	A-00-02	Recycling OCC, pallets; Reuse pallets, plastic, paper	60	102		162	0.4%	O
Food Store	S-00-09	Recycling OCC, plastic, food waste		119		119	0.3%	P
General Store	S-00-12	Recycling OCC, paper, plastic		79		79	0.2%	P
Government	C-00-01	Grasscycling, and building relocation	70			70	0.2%	P
Totals			**5063**	**8188**		**13251**	30.3%	

Summarize the non-residential diversion activities quantification methodology and applicable conversion factors.

1) Quarry: All data was obtained by a phone survey with the Accounts Receivable Administrator at the Parent Company. In 2000, 6,534 tons of concrete and asphalt were received for recycling. The materials were not calculated with any conversion factor, the tonnage is actual. This program has been running since 1997. They stated that these materials were received from contractors working in the City and constitute 85 percent of their recycling for 2000.

2)Plant Nursery: All data was obtained through a combination of visits and phone calls. All diversion activities and volumes were given by the General Manager. In 2000, they stated that 12 tons of plastic pots were sent to a recycler. The plastic pots are not fit for reuse as they may harbor fungus or disease that can be destructive to new crops. They stated that used planting mix (a blend of peat, bark, pearlite, and volcanic rock) is either sold or given to local contractors for reuse. They claimed 3,450 tons of planting mix had been taken for reuse that would otherwise have been taken to the landfill.

of planting mix had been taken for reuse that would otherwise have been taken to the landfill.

3)Golfcourse: The tonnage for grasscycling was calculated using the CIWMB conversion factor that allows .35lbs/square foot of grass. The Superintendent at the golfcourse stated that there are 150 acres of grasscycling done that did not include the acreage for greens, tee off areas, buildings, or paved areas. The resulting source reduction amount is 1,143 tons.

4)Road Construction: This company recycles the asphalt that is removed in all street paving projects and road repair projects for the City. According to the Supervisor, in 2000, they removed 780 tons of asphalt that was reused in shoulder paving projects along the highways. The City began its asphalt recycling program in 1997 (See Attachment #11).

5) Large Grocery Store: All data was obtained by a phone survey with the Store Manager and from data provided through annual tonnages from recycling reports provided by the corporate offices. They reported 346.8 tons of cardboard, .8 tons of aluminum, 7.9 tons of plastics, and 206.9 tons of food and produce recycled through the corporate program. All materials were sent back to the corporate warehouse for recycling.

6) Thrift Store: This business was audited and all diversion activities and volumes were personally observed or estimated by the Assistant Coordinator. All items received at this store are prepared for sale on site. They stated that on a weekly basis they received 250 bags (40 gallon) of clothing. In order to obtain an annual tonnage, the 40 gallon bag measurement was converted to a 33 gallon bag measurement in order to use the LA County conversion factor for 30 lbs/33 gallon bag of clothing, the result is 236.4 tons of source reduction. They claimed that 25 to 30 (we used 27.5) pieces of various furniture items were received weekly (average 81.9 lbs/each - LA Study and USEPA), resulting in 58.6 tons for the year. They stated that 45 medium sized boxes (weighing an average of 20 lbs/each) of household items (pots, pans, dishes, toys, and decor) were received weekly. This resulted in 36 tons of diversion. They stated that 10 small appliances (microwaves, irons, toasters, and stereos) were received weekly (average 17.5 lbs/each - LA Study), resulting in 4.6 tons. They estimated that they received 1 computer per week. At 56 lbs/each (USEPA), this resulted in 1.5 tons of diversion. They stated that 200 books were received on a weekly basis. Using 1.48 lbs/book (average of hard cover/soft cover book - LA Study), this results in 7.7 lbs for the year. They stated that 30 linen items were received weekly (average sheets/ towel/blankets 2.7 lbs/item - LA Study) for 2.1 annual tons. Finally, they claimed that 4 to 5 (we used 3.5) bicycles were received per week (35.33 lbs/each - LA Study), resulting in 3.2 annual tons. The total tons for the year are 339.9. The clothing, linen, and toys that were not kept for sale by the thrift store was donated to a larger thrift organization or given to a charity. The crutches and canes are donated to a hospital. All other items are kept until sold.

7) Plant Nursery: This business was audited and all diversion activities and volumes were personally observed or estimated by the General Manager and a recycling company used by the company for pallet recycling. For the year 2000, they reported to us that 30.5 tons of cardboard were picked up by a recycling company. This information was gathered from the payment receipts for this material. We spoke to the recycler that picks up pallets from the company to find that 3,582 pallets (40 lbs/each - USEPA), were received for the year. This resulted in 71.6 tons of recycling diversion. They stated that used paper is shredded and stored in 50 gallon bags for use in the packaging of outgoing shipments (we converted 50 gallon bags to 33 gallon bags before using the USEPA conversion factor) . They stated that they use 10 bags per week (8 lbs/33 gallon bag -USEPA), resulting in 3.2 tons of source reduction. They stated that 600,000 planting pots (.19 lb/pot -USEPA), resulting in the source reduction of 57 tons of plastic. This company had a total of 162.2 tons of diversion.

8) Large Grocery Store: All data was obtained by a phone survey with the Store Manager and from data providing annual tonnages from recycling reports provided by the corporate offices. They reported 110.9 tons of cardboard and 1.3 tons of plastics recycled through the corporate program. They stated that 6.9 tons of food and produce were donated through the corporate program. The total diversion amount for this company is 119 tons. All materials were sent back to the corporate warehouse for recycling.

9) General Store: All data was obtained by a phone survey with the Store Manager. They stated that 3,040 lbs of cardboard and mixed paper are baled per week and sent back to the corporate warehouse for recycling, resulting in 79 tons for the year. They stated that 12.5 lbs of plastics were sent back for recycling per week, resulting in .3 tons for the year. The total recycling and source reduction claimed by this company are 79 tons for the year 2000.

10) Government: The data for source reduction for the City was gathered from City records. The grasscycling is done at the two schools within the City (185,400 square feet), resulting in 32.4 tons (.35lbs/square foot - CIWMB). The remaining source reduction is from the relocation of a building that was inhibiting the enlargement of a local

feet), resulting in 32.4 tons (.35lbs/square foot - CIWMB). The remaining source reduction is from the relocation of a building that was inhibiting the enlargement of a local church. The City funded the relocation of the building to a nearby park to avoid the demolition process. An estimate of the building weight (75,000 lbs - 37.5 tons) was provided by the engineer responsible for the movement.

10. For each restricted waste type [i.e., agricultural waste, inert solids, (e.g. concreter, asphalt, dirt, etc.) scrap metals and white goods (PRC Section 41781.2)] and associated program, please provide the following

a. If the diversion program started on or after January 1, 1990, complete the following table.
(Note: program name refers to one specific diversion program for that waste type; (e.g., diversion conducted by City Public Waste Dept).

Restricted Waste Type	Specific Program name	Year started	Tonnage
Scrap Metal	Recycling of Ferrous Scrap Metal through recycling	1999	0
Scrap Metal	Recycling of Ferrous Scrap Metal through recycling	1999	5
Scrap Metal	Recycling of Ferrous Scrap Metal through recycling	1999	13
Inert Solids	Recycling of asphalt through reuse in paving	1997	780
Inert Solids	Recycling of concrete and asphalt through productio	1997	6534
Pull Down for Waste Types			

b. If the diversion program started before January 1, 1990, on a separate sheet, marked attachment 10b, provide the following documentation: (Note: If documentation for a waste type and program has already been approved by the Board, you do not have to provide an attachment 10b for that waste type and program.
Instead please provide date of Board approval of preciously submitted information. _____ (Date)
If documentation is not available, go to 10d.

- How the diversion was the result of a local action taken by the jurisdiction, which specifically resulted in the diversion [PRC Sec. 41781.2 (c) (1)].
- That the amount of that waste type diverted from the jurisdiction in 1990 was less than or equal to the amount of that waste type disposed at a permitted disposal facility by the jurisdiction in any year before 1990. (Note: this criterion is applicable to the entire jurisdiction, not to individual programs [PRC Sec. 41781.2 (c) (2)]).
- The jurisdiction is implementing, and will continue to implement, the diversion programs in its Source Reduction and Recycling Element.

c. If the diversion program started before January 1, 1990, and the documentation requested in 10b is available (but not yet approved by the Board), complete the table below for each program claimed:

Restricted Waste Type	Specific Program Name	New base year or reporting year diversion tonnage
Pull Down for Waste Types		
Pull Down for Waste Types		
Pull Down for Waste Types		
Pull Down for Waste Types		
Pull Down for Waste Types		

d. If the diversion program started before January 1, 1990, and the documentation requested in 10b is not available, please complete the table below for each program claimed. (***Note**: Only the difference between the new base year/reporting year and 1990 can be counted in the diversion rate calculation.)*

Restricted Waste Type	Specific Program name	New base year or reporting year tonnage	1990 diversion tonnage	Difference
Agricultural Waste	Manure used as fertilizer in local fa	31	0	31
Scrap Metal	Recycling of Ferrous Scrap Metal t	4	44	0
Pull Down for Waste Types				
Pull Down for Waste Types				
Pull Down for Waste Types				
Pull Down for Waste Types				